



PLAN REVIEW GUIDELINES

The plan review process is for all construction projects involving new construction, renovation, additions or alterations at the following facilities types:

HOSPITALS; NURSING HOMES; AMBULATORY SURGICAL CENTERS **OUTPATIENT HEALTHCARE FACILITIES**

Shall comply with the following:

STEP 1 - PRELIMINARY or DESIGN DEVELOPMENT PLAN REVIEW

A review of the project is highly recommended and will allow us to determine if the functional and space requirements have been met. You may request an in-person meeting or send in the submittal. Only floor plans will be reviewed at this time. Include an Adobe format (.pdf) copy of the floor plans on CD or Flash Drive and a copy of the DCH PLANS TRANSMITTAL form for our files. Please call or e-mail for an appointment. Mail-in or emailed request for reviews will be done as time permits.

STEP 2 - FINAL REVIEW OF CONSTRUCTION DOCUMENTS

One complete paper set of Signed and Sealed Architectural, Electrical, Mechanical, Plumbing, Equipment and Communications plans along with an electronic copy in Adobe format (.pdf) on CD or Flash Drive shall be mailed in for review and approval, along with the required "DCH PROGRAM NARRATIVE" and "DCH PLANS TRANSMITTAL." Submittals shall include an overall site plan showing the location of any new buildings. Upon successful plan review a "DCH CONSTRUCTION PERMIT" letter, with or without comments, will be issued. If construction has not started within 6 months of this letter, please contact us for a revised permit. Additional plan review may be required. Construction Plans, once reviewed and approved, will be kept on file and used as reference when inspecting the project. Submitted plans will not be returned.

Plans shall be submitted **A MINIMUM OF 45 DAYS PRIOR** to the desired start of construction.
Sit down review of final plans is not available.

This office does not issue Grading and Foundation or Early Release permits. Local and State Fire permits may be required for these and if obtained copies shall be submitted for our files.

STEP 3 - ADDENDUM AND CHANGE ORDERS

Changes to the approved floor plans shall be mailed in for review and approval.

STEP 4 - CONSTRUCTION INSPECTIONS

Please submit our "DCH INSPECTION REQUEST" form a minimum of 28 days prior to substantial completion so that we may schedule our final inspection. Intermediate inspections are not provided.

Our inspection may occur before, during or after inspections by the State Fire Marshal and Local Building Authorities